Recreation Services

Sporting facilities, grounds and pavilions user guide

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1 INTRODUCTION

1.1 Introduction

The Sporting Facilities, Grounds and Pavilions User Guide forms the terms and conditions on which Moreland City Council sporting facilities are used. By providing this guide Council wishes to continue to develop the relationship that has formed with all sports clubs within Moreland. The guide aims to optimise the use of facilities and the community benefits which they provide.

1.2 Purpose

The purpose of the Sporting Facilities, Grounds and Pavilions User Guide is to allow the users of Council's sporting facilities to better understand the process guiding the allocation of facilities by clearly identifying:

- Council's requirements
- Responsibilities of the user groups
- Responsibilities of Council
- Process for facility development
- Provide a framework that is equitable and easily administered

1.3 Background

The Sporting Facilities, Grounds and Pavilions User Guide has been developed to allow user groups to understand Council's position in regard to the use and development of sporting facilities in Moreland.

This document is reviewed regularly and should be read in conjunction with relevant Council policies including:

- Allocation and Use of Sporting Facilities, Grounds and Pavilions Policy 2012
- Moreland Active Women and Girls Strategy
- Access and Inclusion Policy 2010
- Active Moreland Framework 2010
- Moreland Sport and Physical Activity Strategy 2014 - 2018
- Lease Principles Policy
- Moreland Health and Wellbeing Plan 2010
- Property Leasing Policy
- Maintenance and Management of Council Sporting Grounds policy

1.4 Objectives

The following objectives provide the framework for the establishment of an equitable and administratively operational Sporting Facilities, Grounds and Pavilions User Guide.

- Maximise participation in sport and recreation on Council's sporting grounds and facilities.
- Prioritise the allocation of sporting grounds and pavilions to clubs which are inclusive of people with disabilities, and actively support juniors, females and people from culturally and linguistically diverse backgrounds (CALD) to participate in recreation.
- Establish a fair and equitable way of charging for grounds and pavilions.
- Ensure sporting grounds and pavilions are allocated to clubs with sound governance structures, open membership, elected committees and a demonstrated commitment to social responsibility.
- Enable Council to address the needs of growth sports.
- Minimise potential over use of ovals with efficient facility allocation and eliminate inappropriate use.
- To match quality of playing surfaces to level of competition to be played at the ground.
- To ensure the fees and charges reflect the standard of the facilities.
- To provide a comprehensive and easy to understand Sporting Facilities, Grounds and Pavilions User Guide that clearly details the responsibilities of both Council, sporting clubs and other users.

1.5 Scope

This user guide applies to:

- Allocation of facilities made through application for annual or seasonal tenancy, leases and casual or school bookings of sports grounds and pavilions
- Fee structure
- Maintenance
- Conditions of use
- The Facility development of sporting facilities in the City of Moreland

The Sporting Facilities, Grounds and Pavilions User Guide is reviewed prior to the commencement of each season and updated as required. Amendments to the document may occur throughout the season if:

- Legislative requirements change
- Legal Issues highlight a need for change
- Insurance and Risk Management issues arise
- Moreland City Council policy changes in other departments affect sports ground users

1.6 Terms and conditions

The Sporting Facilities, Grounds and Pavilions User Guide forms the basis for the terms and conditions of the Agreement governing the use of Council facilities. It is important for users to fully read and ensure they understand all sections of the User Guide. Any breach of one or more of these conditions may at the discretion of Council, result in the use of the facility being withdrawn and no refund in fees and charges or security bond.

1.7 Definitions

Access – the degree to which the public can use a sports venue at a time of their own choosing.

Agreement – The 'Agreement' consists of the combination of the signed completed tenancy application.

Annual allocations – from 01 April to 31 March

Bond – All clubs are required to pay a $500.00 security bond when submitting an application.

Casual use – Informal use of a facility by a person or group on a 'one off' or irregular basis

Change over (hand over) – The period of time when seasonal clubs move-in and/or move-out of the facility. This is done on site with all clubs and Council present. During this time, facilities are inspected and keys are handed over.

Club – The incorporated body of people, herein applying for tenancy of a sports ground.

Competition – A regular fixture of games where one winner is eventually determined.

Council - The Moreland City Council, including its staff and contractors.

Dedicated purpose – The dedicated purpose of a sports ground is for a match or training to take place.

Festival/event – An activity, public or private, whereby a mass gathering of people is organised and which uses a public thoroughfare or public amenity for activity other than its dedicated purpose.

Home ground – The primary sports ground that a club uses to conduct the majority of competition matches. Tenancy typically includes the ground and associated pavilion.

Juniors – In line with relevant sporting associations:

- FFV – players aged 18 years and under
- EDFL – players aged 18.5 and under
- VAFA - players aged 18 years and under

- WRFL - players aged 18 years and under
- Baseball – players aged 16 years and under (winter season)
- Baseball – players aged 18 years and under (summer season)
- Lacrosse - players aged 18 years and under
- NWMCA - players aged 16 years and under
- VSDCA – players aged 15 years and under
- VTCA – players aged 17 years and under

Non-seasonal use – Use of a sports ground outside of the defined allocation agreement for activity such as pre-season training, finals training, pre-season matches and/or final matches. Such usage needs to be applied for separately and may incur an additional charge.

Pavilion - A building connected with a sports ground, which may be used in conjunction with the use of the sports ground for its dedicated purpose.

Practice nets/batting cages – Caged areas for cricket/baseball batting practice.

Pre season – The use of a sports ground one month prior to the season beginning

- Annual and winter pre season – March 1 – March 31
- Summer pre season – September 1 – September 30

Charges will apply to any request to use grounds for pre season training outside of the dates listed above. Charges are calculated on a pro rata basis in accordance with sports ground fees and charges.

Public use – Use of a facility by the general public without needing to be associated with a club.

School use – Any school granted permission to use a sports ground during school hours.

Seasonal summer allocations– from 01 October to 29 February

Seasonal winter allocations– from 01 April to 31 August

Seniors – An age category of players aged 18 years and over unless otherwise specified by your sporting association.

Sports ground – An area of open space provided specifically for the purpose of conducting formal sport or encouraging informal recreation activity.

Sub-letting – Sub-letting refers to the rental of Council owned properties by a tenant to another person or organisation. Sub-letting of Sports Grounds and/or Pavilions is not permitted under any circumstances.

Synthetic surface – Hard wearing surface (not turf), such as rubber or carpet.

Temporary allocation – A sports ground allocated to a club when the club's normal 'home ground' has been closed due to unsuitability. Temporary allocations may incur a charge at a reduced rate.

Training – Non-competitive activities undertaken to prepare participants for competition.

Turf wicket – A prepared grass wicket generally used for high-grade cricket competition.

User Group - A body of people who have been granted a Seasonal or Annual Allocation. This includes sports clubs, community organisations, schools, sport associations or other groups.

1.8 Legal framework

The Sporting Facilities, Grounds and Pavilions User Guide provides the terms and conditions by which Council's facilities are used. It is a requirement of the agreement that users have read and understand all of the conditions and obligations.

The 'Agreement' for Tenancy consists of the following key documents:

1) **The Sporting facilities, grounds and pavilions user guide**
2) **Allocation and use of sporting facilities, grounds and pavilions policy 2012**
3) **Sports ground tenancy application -** The signed undertaking by the club that the terms and conditions in the Sporting Facilities, Grounds and Pavilions User Guide have been read and the club agrees to abide by them. Clubs, who have had an application confirmed by Council, are bound to these terms and conditions.
4) **Further documentation** – Includes but is not limited to Contact Details, Key Holders, Hours of Use, Certificate of Incorporation and proof of Public Liability Insurance.

1.9 Sports ground management

The Recreation Services unit is responsible for the management of all sports grounds and pavilions within the municipality. The Maintenance and Management of Council Sporting Grounds policy enables Council to provide the best level of maintenance and management of reserves. It provides a clear proactive and planned maintenance regime for grounds, using a hierarchical approach, considering the asset type and condition and levels of use to inform the level of maintenance. The policy can be viewed at http://www.activemoreland.com.au/activity-providers/moreland-sports-clubs/forms-policies-and-user-guides/.

Recreation Services will contact seasonal users throughout the season with information relevant to their seasonal booking. Annual and seasonal users will be regularly updated with information regarding water restrictions, sports ground updates, sports forums and other information that may affect their seasonal allocation.

Council will communicate with seasonal users via email for the majority of correspondence. All seasonal users must have a contact email address that is checked regularly. Annual and seasonal users will receive confirmation and information relating to their booking, along with correspondence throughout the season via email.

1.10 Sports ground usage levels

Sports field usage capacity is defined as the number of hours of use that a surface can sustain before it deteriorates to a point where short term recovery is not achievable. Sports grounds have been classified into three broad categories with each type having an estimated usage capacity. These are:

Sports field construction type	Usage capacity
Full drainage system over entire field Automatic irrigation system Domed or two-way fall Couch over-sown with ryegrass Warm season - Full conversion	High - 21 to 25 hours per week CB Smith Reserve East, City Oval, De Chene Reserve, Dunstan Reserve North, Gillon Oval, Hosken Reserve South, Raeburn Reserve, Sewell Reserve
Some strategic drainage where required Automatic irrigation system Use of existing topsoil Two-way or one-way fall Couch or kikuyu over-sown with ryegrass	Moderate - 11 to 20 hours per week Allard Park, Brearley Reserve, Campbell Reserve, CB Smith Reserve West, Clifton Park East, Cole Reserve North, Cook Reserve, Dunstan Reserve South, Fleming Park, Hallam Reserve, Holbrook Reserve, Hosken Reserve North, JP Fawkner Reserve East & West, Martin Reserve, Moomba Park, Morris Reserve, Mutton Reserve East & West, Rayner Reserve, Reddish Reserve South & North, Sumner Park, Wallace Reserve North & South

Some strategic drainage where required Limited or no irrigation Use of existing topsoil One-way fall Single Cool Season Grass Varieties	Low - <10 hours per week Balfe Park, Cole Reserve South & West, Clifton Park West, Jackson Reserve, McDonald Reserve, Oak Park East & West, Parker Reserve East & West, Parker Reserve Baseball, Richards Reserve, Shore Reserve, Wallace Reserve East & West, Wallace Reserve Jnr Soccer, Wylie Reserve

1.11 Excessive demand on available resources

As sport and recreation participation trends change, Council may review the practice of allocating facilities to provide efficient use of facilities. The desire is not to impact on existing users unless clear benefit can be provided through potential relocation/reallocation. Where possible all efforts would be made for clubs to retain the same primary 'home ground'.

While all efforts are made to accommodate requests, where demand exceeds resources, Council may be unable to accommodate all requests. Unsuccessful clubs will be responsible for making alternate requests.

1.12 Non-compliance

Council reserves the right to suspend or revoke a club's Tenancy Agreement at any time if the Terms and Conditions of the agreement are breached. Where a club fails to comply with the allocation of sporting grounds and pavilions policy or the terms of the Agreement, signed by the club, have not been adhered to the following course of action may be applied.

- Club/s will be advised that until the issue/s are rectified, and depending on the severity of the complaint may be locked out of their facility. Such complaints could include deliberate damage to sportsground surfaces and/or pavilions, or clubs found in breach of their Liquor Licence.
- Should a club fail to rectify an issue in the timeframe specified by Council Officers, the club may be suspended from their facility for the remainder of the allocation and future allocations.

2.1 Sports grounds

Variations exist in the standard of grounds and in the requirements of clubs throughout the municipality. These variations have been classified so that a lower standard of ground is assessed at a lower rate than the ground of a higher standard. The classifications will be reassessed over the life of the policy as sports fields are upgraded. Each sports ground has been evaluated to four standard classifications.

The classification of each sports ground will form the basis on which the fees will be determined and reflect the ground classifications as per Council's management and maintenance sports ground policy.

The criteria on which the sports grounds are classified include:

CLASSIFICATION	DEFINITIONS
PREMIER	• Grounds capable/suitable of housing highest levels of competition sport • High standard playing surface including both irrigation and drainage • Larger ovals • Intensively maintained with quality grass surface • Turf wickets • Perimeter fencing • Training lights • Car parking • Grandstand seating Category A - Management and maintenance sports ground policy
CLASS A	• Higher levels of competition sport • Larger ovals • Good quality grass surface with irrigation, limited or no drainage • Turf wickets • Fenced ovals • Training lights Category A - Management and maintenance sports ground policy
CLASS B	• Domestic levels of competition sport • Reasonable quality grass surface with irrigation, limited or no drainage • Turf or synthetic wickets • Fenced or partially fenced ovals • Basic training lights Category B - Management and maintenance sports ground policy
CLASS C	• Lower level domestic or junior levels of competition sport • Smaller ovals • Reasonable playing surface with limited or no irrigation • Concrete wickets • Partial or unfenced ovals • Basic or no training lights Category C - Management and maintenance sports ground policy

The classifications will be reassessed over the life of the policy as sports grounds are upgraded. Sports grounds with significant improvements will be upgraded in consultation with clubs.

2.2 Sports grounds classification list

Sports Ground	Premier	A	B	C
Allard Park			■	
Balfe Park				■
Brearley Reserve			■	
Campbell Reserve North			■	
Campbell Reserve South			■	
CB Smith Reserve East	■			
CB Smith Reserve West			■	
City Oval	■			
Clifton Park West				■
Clifton Park East			■	
Cole Reserve North			■	
Cole Reserve South				■
Cole Reserve West				■
Cook Reserve			■	
De Chene Reserve		■		
Dunstan Reserve North		■		
Dunstan Reserve South			■	
Fleming Park			■	
Gillon Oval	■			
Hallam Reserve			■	
Holbrook Reserve			■	
Hosken Reserve North			■	
Hosken Reserve South		■		
Jackson Reserve				■
JP Fawkner Reserve East			■	
JP Fawkner Reserve West			■	
Martin Reserve			■	
McDonald Reserve				■
Moomba Park			■	
Morris Reserve			■	
Mutton Reserve East			■	
Mutton Reserve West			■	
Oak Park East				■
Oak Park West				■
Parker Reserve Baseball				■
Parker Reserve East				■
Parker Reserve West				■
Raeburn Reserve (Pascoe Vale)		■		
Rayner Reserve			■	
Reddish Reserve North			■	
Reddish Reserve South			■	

Richards Reserve				
Sewell Reserve				
Shore Reserve				
Sumner Park				
Wallace Reserve East & West (Cricket)				
Wallace Reserve North and South				
Wylie Reserve				

The classifications will be reassessed over the life of the policy as sports grounds are upgraded. Sports grounds with significant improvements will have their classification upgraded.

2.3 Pavilions

Sport pavilions have been evaluated and given a classification according to standard and the ability of the venue to raise funds and accommodate competition. The criteria include the following:

- Usage suitability and requirements
- Change room facilities including players, umpires, first aid facilities and toilets
- Social rooms – size, standard, ability to generate income
- Kitchen facilities
- Accessibility
- Storage
- Risk – security lighting etc.

2.3 Pavilions classification list

Pavilion	A	B	C
Allard Park			
Balfe Park			
Brearley Reserve			
Campbell Reserve			
CB Smith			
City Oval			
Clifton Park Soccer			
Cole Reserve		**NORTH**	**SOUTH**
Cook Reserve			
Dunstan Reserve			
Fleming Park			
Gillon Oval			
Hallam Reserve			
Holbrook Reserve			
Hosken Reserve			
Jackson Reserve			
JP Fawkner Reserve East and West			
Martin Reserve			
Moomba Park			
Morris Reserve			
Mutton Reserve			
Oak Park Reserve			
Parker Reserve		**NORTH**	**SOUTH**
Raeburn Reserve (Pascoe Vale)			
Rayner Reserve			
Reddish Reserve			
Shore Reserve			
Sumner Park			
Wallace Reserve (Soccer)			
Wallace Reserve (Cricket)			
Wylie Reserve			**SOUTH**

The classifications will be reassessed over the life of the policy as pavilions are upgraded. Pavilions with significant improvements will have their classification upgraded.

3 FACILITY ALLOCATION

3.1 Sports grounds

Allocations will be made through five types of agreements:

- Annual - From 01 April to 31 March
- Seasonal
    - Summer - From 01 October to 29 February
    - Winter – From 01 April to 31 August

  Refer to Division of seasons and Occupation of Crown Lands used as grounds for Australian Rules Football competition and Cricket competition (Appendix)

- Pre season
    - Winter – From 01 March to 31 March
    - Summer - From 01 September to 30 September
- Casual – as requested
- School bookings – Term bookings during school hours
- Lease agreements

By signing any application form, users agree to the terms and conditions outlined in this document.

3.2 Annual and seasonal tenancy allocation

Annual and seasonal winter allocations will be called for in January of each year. Confirmation of allocation will be sent to clubs in March after being approved by Council.

Seasonal summer allocations will be called for in July of each year. Confirmation of allocation will be sent to clubs in September after being approved by Council.

3.3 Lease agreement

A Lease is an agreement that provides exclusive or long term occupation of a Council sporting ground, facility or pavilion. Council places a greater expectation on clubs in terms of maintenance and management where use is under the terms of a lease.

3.4 Casual permit

Casual usage provides for temporary use of Council facilities for an agreed period of time during weekdays as well as on the weekends outside of the times nominated on the agreement of any tenant club in seasonal occupation.

Permission of use will only be issued if an application is submitted in writing using a Casual Permit Application Form and is made no later than ten working days prior to the date/s requested. Casual user group/s will be charged according to the fees outlined in the Appendix. Notification of cancellations of casual bookings must be received 14 days prior to the hire date(s), in writing, and a full refund will apply, less than 14 days notice and the full usage fee charge will apply.

3.5 School permit

Schools must make application to Council no later than ten working days prior to the end of the preceding school term. Schools will only be allocated use of Council grounds on a term-to-term basis.

Council reserves the right to reject or withdraw any application or withdraw any allocation for the use of sports grounds during a term if sports ground conditions deteriorate.

The school will be responsible for any damage and the removal of all rubbish generated by participants and spectators as a result of the activity. Charges may apply where Council has been required to arrange cleaning of a sports ground after a school's use.

Sports grounds will only be available for bookings on weekdays between the hours of 9am and 3:30pm on dates consistent with those established as term dates by the Department of Education and Early Childhood Development.

3.6 Pavilions

Pavilions are provided to support sports ground activities. Allocations will be made on an annual or seasonal allocation basis. By signing the Application Form (Form D), clubs are agreeing to the conditions of use as outlined in this document.

The allocation of pavilions will be based on allocated days and times as specified below. Council reserves the right to place other user groups within the pavilion during any non-allocated times.

- Monday to Friday 4pm to 11pm
- Saturdays and public holidays 8am to 11pm
- Sundays 8am to 10pm

Bowls clubs are permitted to operate in the following hours:

- Monday to Thursday 11 am to 11.30pm
- Friday, Saturday and public holidays 11am to 1am
- Sunday 11am to 10.30pm

3.7 Security bonds

A security bond for Seasonal, Annual and Casual bookings of $500.00 is to be lodged at the time that applications are submitted to Council. The purpose of this bond is to serve as a guarantee of the user's fulfilment of Council's Sporting Facilities, Grounds and Pavilions User Guide and be used to cover costs incurred by council through the breach of these terms and conditions, e.g. facility damage not associated with normal wear and tear or unreturned keys.

The seasonal user shall be liable to pay any additional amount in excess of the deposit to meet the full cost of repairs or reinstatement.

In the event that a club's application is unsuccessful, the security bond will be refunded immediately.

Seasonal security bonds will be refunded back to the club once the handover process has been completed. Clubs found responsible for damage to a sports facility may have all or part of their bond withheld.

Clubs who do not arrange and/or complete the handover within 1 month of their allocation expiring, will forfeit their bond and be required to pay the bond amount at the time of their next application.

A key bond of $50 for casual bookings is to be submitted with Recreation Services upon pick up of the facility key. Bonds will be returned when the key is returned. Keys must be returned within 1 business day of the allocated period.

3.8 Active Moreland registration

As part of the annual or seasonal tenancy applications, clubs are required to be registered as Activity Providers on activemoreland.com.au. Clubs must update their profile to reflect their seasonal activities.

3.9 Application process

Step 1:

Council will send email notification to clubs that applications for sports ground tenancy are open. The notification will include instructions and information on how to complete the online application. Included with the application will be the Sporting Facilities, Grounds and Pavilions User Guide. Clubs need to ensure they fully read and understand the guide and the obligations imposed on the club if their application is successful.

Step 2:

The club completes the online application and submits to Council. All requested documentation must be uploaded with the application or it will not be accepted. A $500.00 security bond may be requested by the due date as well.

Step 3:

Applications are assessed. Clubs with outstanding debts with Council and utility service providers will not have their applications considered until debts are paid in full or an approved payment plan is made. Furthermore, sporting organisations that have failed to complete any previous projects (eg Partnership and Project Grants) funded by Council and / or have not submitted acquittal documentation in full will not have their application assessed until required documentation is provided or project completed to Council's satisfaction.

Step 4:

Council Officers submit a sports ground allocation report to Council.

Step 5:

Once the sports ground allocation report is adopted, all clubs will receive written notification of their allocation within 14 days.

If a club is dissatisfied with their allocation they may appeal in writing within 10 working days of the allocation being made. Letters should be addressed to the Manager Youth and Leisure Services.

In allocating sports facilities, Council will give consideration to a number of variables including:

- Council's Sporting Facilities, Grounds and Pavilions Policy 2012
- User Group's previous record e.g. fees paid on time, cleanliness and care of the facilities, timely return of facility keys
- User Group has no outstanding debts (including outstanding utility and State Sporting Association fees)
- Level of junior, female and member participation
- Number of teams registered in competitions with recognised associations
- Current and proposed planning and effective management of the club
- User Group's contribution to facility upgrade/s
- Facility suitability assessment to ensure the activity is suitable from a risk perspective
- Sport growth and user trends
- All information required to complete the allocation process is received by the due date.

For further information please refer to Council's Sporting Facilities, Grounds and Pavilions Policy available at http://www.activemoreland.com.au/activity-providers/moreland-sports-clubs/forms-policies-and-user-guides/.

Council is aware that the trends and demand for sporting and recreational activities change over time. Council reserves the right to allocate based on the demands at any given time and will endeavour to maximise the use of all sport and recreational assets located in the Moreland City Council.

Council will endeavour to provide and allocate sports grounds and pavilions on a seasonal & annual basis to meet demand. However if demand exceeds supply, the club will be notified and it will be the club's responsibility to find alternative facilities.

3.10 Contact details

Annual and seasonal users must ensure that the tenancy application form includes the most appropriate and up to date contact details for the club. It is important that suitable daytime contact numbers are provided along with an email address that is checked regularly.

It is preferable for Council officers to deal with one designated contact to eliminate inefficiencies and repetition.

If any changes to contact details should occur during the season, including the email address, Recreation officers must be notified immediately in writing.

3.11 Council's right to enter

Council officers and contractors shall have access to all pavilions at any time. Council may enter the pavilion for the purpose of either viewing the state of the pavilion or to conduct any repairs, alterations or improvements to the condition of the pavilion, its fixtures and fittings or any part thereof.

At no stage should any annual or seasonal user install or use non-Council locks. In the event of breach of this condition, offending locks will be removed and replaced by Council or its agents at the users cost.

3.12 Key allocation

Keys are issued during handover. During this time, all clubs are required to meet with Council Officer/s on site during business hours to handover keys and to complete pavilion inspections. **Clubs are not to exchange keys with their co-tenants between seasons**.

The conditions of key allocation are:

- Four sets of keys are issued to every club at a cost to Council and must be handed over at the conclusion of each allocation period.
- Requests for additional sets of keys are made to Council and will attract an additional charge of $37.98 (plus GST) per key. A maximum of 2 additional keys may be requested at the cost to the club.
- Under no circumstances are keys to be loaned to any other club, association, organisation, school or person. Responsibility rests with the person/s nominated on the Key Holders Form (Form C).
- Non-compliance will result in the suspension and/or withdrawal of ground and pavilion usage.
- Details of changes in possession of any key(s) are to be forwarded to Council.
- Clubs are not permitted to add or change locks, nor should any keys be copied.
- Padlocks are not to be removed or changed from designated doors/chains. Any replacement of padlocks will attract an additional charge of $82.40 per padlock.
- Clubs are required to return all facility keys to a Recreation Services Officer during the end of season handover. Failure to do so will result in the rekeying of the facility locks at the expense of the vacating tenant.

Council require access to all areas of the pavilion at all times and will remove any foreign locks. Clubs will be responsible for the cost associated with the removal of any non-approved lock.

Lost, damaged or stolen keys must be reported to Council immediately. Council may replace all locks in the event of keys being lost or stolen with the cost charged to the club. Replacement of a lost key will also incur a charge of $37.98 (plus GST). Broken keys are to be returned to Council before a replacement key will be issued, with the cost charged to the club.

3.13 Shared use

Whilst Council allocates facilities accordingly, clubs sharing a facility are to liaise with other users to ensure clashes do not occur over training schedules, pavilion usage and equipment storage. To reduce clashes, clubs should agree to a set of standard hours at the start of the allocation period and liaise with the other club if their hours need to change for any reason throughout the period. Council will make a final determination should clubs be unable to resolve any issue.

3.14 Allocation not required/reallocation

Council must be notified of any allocation that is no longer required. If Council is not notified the club will be required to pay the charge of that facility for the whole allocation period. Any facility that is not allocated to its full potential may be considered for reallocation to another user group.

3.15 Pre season training and finals training

Clubs requiring use of facilities outside the dates of their allocation for pre season or finals training must seek approval by completing the Pre Season & Finals Training Application by no later than 15 February 2014. Clubs should not plan any activities until they have received written approval.

A club that uses a facility outside its allocation without Council's consent will be liable for any accident that may occur. Damage to the ground will also be the club's responsibility and they will be charged for re-instatement works. Unauthorised usage may also conflict with scheduled use of a ground by another club, school or casual booking. Conflicts may also arise with important ground maintenance work.

Throughout the allocation period, a club requesting the use of a ground additional to their allocated facility, for training or matches will be charged casual use fees. Pre season training requests outside of March and September will incur charges.

Clubs are not permitted to use facilities for finals training until approved. No training matches will be permitted on sports grounds that are being used to host finals or have not been prepared for the following season.

3.16 Finals

Finals are not included in the annual or seasonal allocation, however, the sports ground and pavilion used by the seasonal user for training requirements will be provisionally reserved in the name of the seasonal user for the finals. A completed Pre Season and Finals Training Application form is required to be submitted prior to the training commencing. Clubs will receive a letter via email confirming their allocated training use.

Recreation Services must receive confirmation of the finals booking from the relevant association by 10am on the Tuesday following the last home and away game. If this confirmation is not given, sports ground renovation works for the following season will commence. Recreation Services must receive confirmation that the sports ground is required for the following week by 10am on the Tuesday following each final. Each final match will be charged to the relevant Sporting Association with the fees listed in the Appendix of this document.

3.17 Extended ground usage – practice matches and club organised games

Clubs wishing to extend the usage of allocated facilities beyond the allocated period (e.g. practice or social matches, club organised games or tournaments and or like events), need to complete a Casual Permit Application Form. This form must be submitted at least five days prior to the first date of use. Additional fees and charges will apply.

Council will not permit the use of facilities for finals matches without written application signed by the organising association. Applications from clubs to host finals matches will not be accepted. A fee will be charged to associations for hosting finals' matches.

Use of grounds for finals matches and training will take precedence over requests for pre-season use. Council will make the final decision on priority of training or finals.

3.18 Late applications

Late applications may result in no allocation.

3.19 Sub-letting of facilities

No club shall sub-let any part of a sports ground and/or any part of the pavilion allocated to it during the allocated period.

Council will not provide ground or facility tenancy to private sporting academies or clubs engaging a private academy to deliver training to a tenant club's team or teams or conduct private activities.

Non-compliance may result in Council withdrawing allocation.

3.20 Seasonal handover

All clubs must ensure facilities are left in a neat and tidy condition for the incoming club. Club property left on the premises at the conclusion of the allocation may be removed and disposed of by Council. The club will be held responsible for any associated costs and/or the club's security bond will be withheld. A Council officer must be present at all Seasonal Handovers.

3.21 Fees and charges

Council subsidise the cost related to maintenance of sports grounds and pavilions according to their grading level. Fees are calculated to recover a proportion of these expenses. Council considers this fee to be a Maintenance Recovery Level.

3.22 Fees and charges guidelines

A schedule of fees and charges has been prepared based on the following principles:

- Each reserve and pavilion is graded according to the level of maintenance with higher grades reflecting higher maintenance costs.
- Council only recoups approximately 10% to 20% of total expenditure related to maintenance of sporting reserves and pavilions according to grading level.
- Where more than one club shares the use of a sport ground and/or pavilion, each club will be charged a proportion of the fee amount.
- Fees and charges will be indexed yearly in accordance with a percentage increase in CPI or any other factors that Council deems appropriate in relating the fee to the cost.
- Fee Tables can be found at the end of this document. All prices listed are GST exclusive.

3.23 Concession

Incentives are offered to clubs who provide a diverse range of sporting opportunities, encourage participation by local residents and meet social inclusion targets or other services to people.

Concessions will be offered to clubs demonstrating the following membership characteristics:

DESIGNATED GROUPS	DISCOUNT
An active community program or a recognised State Sporting Association development program. Programs include: • Auskick • Milo In2Cricket • Ready Net Go • Registered Active After School program • Small-sided Games • Aussie T-Ball • Hookin2Hockey • Hot shots tennis program	5%
Club Development Initiatives: - 100% club participation in the following: • Council's Club Development Initiative (CDI) workshops • Council's club forums	5%
Active registered competition team/s in any one of the following: • Women and girls team • All ability team	10%
Junior club only	50%

Where necessary, Council may ask for further evidence of eligibility or make further inquiries to relevant bodies and providers, for any of the above mentioned categories. Any club found supplying misleading or false information, will have their full concession application disregarded.

Clubs can claim eligibility to a maximum of 20%, excluding junior clubs who are eligible for a 50% discount.

Concessions do not apply to Security Bonds.

3.24 Payment of fees

An invoice for allocation fees will be forwarded to clubs through the allocation period along with a due date when payment is required. Any club that does not pay by the due date and does not make arrangement for payments will be considered as non-paying.

3.25 Non payment of fees

Any club that has a genuine reason for not being able to meet the financial obligations should contact Council in writing without delay to set up a payment plan or risk non-allocation. If two consecutive payments are missed the payment plan will become void and the balance of the account will need to be paid in full immediately.

Where non payment occurs Council will engage debt collection to resolve accounts and the club will incur the full cost of debt collection upon further application for sports ground use.

Non-payment of any outstanding sports ground, pavilion, utility fees and/or State Sporting Associations' fees and charges will result in the non-allocation of Council facilities.

3.26 Termination

The Council may terminate this tenure agreement if:

- Allocation fees are not paid within two (2) months of the due date for payment;
- The club breaches terms and conditions of the agreement and after having been given notice in writing of the breach, the Club fails to remedy the breach within one (1) month; or
- **An order is made or a resolution is passed for the winding up of the club**.

3.27 Utilities

Clubs are responsible for paying the utility charges related to their seasonal use. This includes all telephone, electricity, gas and water/sewerage charges. Any outstanding utility bills may jeopardise future allocations.

Clubs are to contact the utility companies at the start of each season to make the necessary arrangements for initial reading and connection.

Contact details for utility companies are:

- AGL (electricity) 13 12 45
- AGL (gas) 13 12 45
- Tru Energy 13 34 66
- City Power 1300 301 101
- Origin Energy 13 24 61
- YVW 13 17 21

Clubs are not to change utility providers without prior approval from Council. Where **clubs share facilities**, each club will be responsible for a percentage of the utility charge and this should be negotiated between clubs. If clubs cannot come to an agreement regarding the shared costs, Council will negotiate this percentage. In such cases Council's decision will be final.

3.28 Mid season membership data

Each season clubs will be requested for their membership data. This data is used for reporting purposes and assists Council in tracking participation rates across the municipality. Data is also used in the preparation and submission of grant applications and Council Reports.

4 SPORTS GROUND FACILITY INFRASTRUCTURE

4.1 Risk management

A risk assessment should be carried out by the club on their allocated sportsground and pavilion, prior to the commencement of each season.

Prior to each use of an allocated sports ground, clubs are required to conduct a ground inspection to determine its suitability for use, specifically in terms of dimension of playing area – taking into account the skill level or standard of competition. The club should contact their local association or governing body to obtain a copy of the recommended inspection forms and guidelines relevant to their sport. Where an Association does not have guidelines, Council will provide guidance in regards to dimensions of playing area.

Prior to the commencement of the season, clubs are expected to submit details of their risk management plan and policies which addresses the risks associated with the club's use of Council's reserve and how such risk will be addressed.

Clubs should notify Council of any issues arising out of inspections immediately.

4.2 Turf wickets

Council maintains all sports grounds including turf wickets within the municipality.

Council will subsidise up to 85% of the cost of preparation and maintenance of:

- Turf wicket tables and practice tables for clubs in competitions requiring such standard facilities.
- On the match wicket area, wickets will be prepared for fixtured games only.
- Any further wicket areas will be prepared at the expense of the club.
- Council will have final say before a turf wicket is used for a game or practice session.

Turf wicket maintenance will begin between the 1st and 2nd week of September and will require pre season and finals training to be conducted away from the turf wicket unless otherwise indicated by Council.

4.3 Synthetic wickets

Council provides and maintains synthetic wickets for the use of the whole community.

If an individual or a club damages a synthetic wicket through misuse then Council will seek the costs of repairing or replacing the synthetic wicket from that person or club.

All requests for the installation of new synthetic wickets are to be submitted in writing to Council. New wickets must be installed using synthetic grass technology.

Council will pay for and install any new synthetic wicket covering (All Seasons Pitch) that is deemed to be required at a ground. The decision of which pitches require new synthetic covering will be made by Council and take into account available funds, risk management issues and the amount and standard of use the wicket will facilitate.

4.4 Covering, uncovering and preparation of cricket wickets

Council will be responsible for the covering/uncovering and preparation of cricket wickets on sports grounds. This will be undertaken during the period between the end of one season and the commencement of the next season, depending upon the Open Space Unit scheduling and the weather conditions at the time. Refer to the Turf Wicket Guidelines for specific information (Appendix).

Early covering/uncovering of pitches may be arranged between the summer and winter users. This requires written confirmation to Council from summer and winter clubs.

If contact is not made and Council covers or uncovers pitches the cost to do these works a second time and/or reinstate a cricket pitch will be charged to the Tenant Club and/or Association. There will also be no guarantee that the pitch will be ready for play.

4.5 Cricket nets

Club requests to have cricket nets relocated, constructed or upgraded should contact Council prior to any works being undertaken. In some instances planning permits may be required. Council will manage the installation of cricket nets to ensure they comply with the guidelines in the Moreland City Council Practice Cricket Net Specification.

The allocated club is required to fund at least 50% of the cost of upgrading or the construction of new cricket nets. Council's contribution will be dependent on funding available within the capital works budget. Council must receive a club's financial contribution before any work can commence.

Cricket nets on Council land remains the property of Council and cannot be removed in part or full. Appropriate compensation may be applicable if the club is required to re-locate as a result of a Council request.

Cricket nets should always have public access to at least one practice wicket. Where clubs have nets locked for exclusive use, it is the club's responsibility to maintain and replace the practice nets. Council will not fund the construction of practice nets solely for exclusive club use.

4.6 Permanent/semi-permanent soccer goals

Council provides and maintains goal posts, at Council's cost, for the use of the whole community.

If goal posts are vandalised, Council will fund the repair or replacement, however, where posts are deemed damaged or altered by the club then the Club will be responsible for funding the replacement or repair of those goals.

Permanent and semi permanent goals must conform to Australian Standard AS 4866.1-2007 - Playing field equipment- Soccer goals Part 1: Safety aspects, and be properly installed and secured. Goals must not have sharp edges protruding that may cause injury.

Goal nets and padding are the responsibility of the club and must be erected, stored and maintained in a safe condition.

4.7 Movable soccer goals

All moveable soccer goals must be compliant with the Australian Competition and Consumer Commission's Consumer Protection Notice No.28 of 2010. For more information, contact Standards Australia on 1300 654-646. Goals must not have sharp edges protruding that may cause injury.
Portable Soccer Goals are the responsibility of the Club. Council does not provide, maintain or replace portable soccer goals. All clubs must:

- Ensure that portable goals are securely anchored to the ground.
- That all equipment and safety padding be checked and adjusted before every use.
- Never allowing any person to climb on netting or goal framework.
- Safety warnings are prominently positioned and clearly visible on the goal posts.
- Ensure that goal posts are safely stored to prevent unauthorised use and potential injuries.
- Goal posts which are not stored correctly will be removed and disposed of by Council at the club's cost.

4.8 Scoreboards and coaches boxes

Permission must be obtained from Council for the construction of scoreboards and coaches boxes. The construction of scoreboards and coaches boxes is at the cost of the club and only based on approved plans. Council will manage the installation of scoreboards and coaches boxes to ensure they comply with the guidelines in the Moreland City Council Scoreboard and Coaches Boxes Specifications.

If scoreboards and coaches boxes deteriorate to a condition that is dangerous or is deemed inappropriate for a structure in a Council reserve it will be removed by Council.

Clubs should contact Council's Recreation Services Unit in the first instance, for permission and guidance for any structure to be built on/at a sports ground.

4.9 Sport ground lighting - installation and capital costs

Permission must be obtained from Council for the construction of sports ground lighting. Council will manage the installation of sports ground lights to ensure a standardised approach. Council will only approve the installation of lights to the Australian Standard for training.

The allocated club is required to fund at least 50% of the cost of upgrading or the installation of new sports ground lights. Council's contribution will be dependent on funding available within the capital works budget. Council must receive a club's financial contribution before any work can commence.

Sports ground lighting on Council land remains the property of Council and cannot be removed in part or full. Appropriate compensation may be requested if the club is required to re-locate as a result of a Council request.

Council will maintain floodlight towers and fittings, and undertake globe replacements. Globes may not necessarily be replaced as soon as the fault is reported due to costs associated with completing such repairs. Clubs will be responsible for the costs of all replaced globes.

4.10 Times of use for sports ground lights

Training lights must be turned off **by 9pm** every night of the week. Any club that is found using sports ground lights beyond this time may have their facility usage times reduced. If Council is called out after hours to turn off sports ground lights, all costs for the call out will be charged to the club.

Lighting use required beyond 9 pm will require prior permission from Council.

Permission must be sought from Council for competition night matches. Australian Standards for competition night matches require a higher illumination than for training.

4.11 Fencing

Council will be responsible for maintaining fences around grounds and the perimeter of reserves.

Council will provide internal fencing or bollards to restrict vehicular movement to designated areas of a reserve. Bollards and gates must not be removed by clubs accept for emergency vehicle access.

Temporary fencing of reserves for the conduct of finals and special events will be the responsibility of Clubs. Clubs must apply to Council seeking approval, outlining the proposed event, fence type, location and the manner in which it is to be constructed.

4.12 Temporary closure of grounds

Council reserves the right to close any sports ground to protect the playing surface, complete capital or maintenance works, in poor weather conditions or to allow rehabilitation of the ground after damage. All

attempts will be made to relocate clubs in this situation but no guarantee can be given. Where grounds are closed for matches, Council will make all attempts to advise clubs within at least two days notice.

4.13 Irrigation

Council is responsible for the maintenance and operation of all automatic irrigation systems. Clubs are not to access or alter control unit settings under any circumstances. Clubs must notify Council immediately if there is any interruption to mains power as this can affect the irrigation settings.

4.14 Water restrictions

Clubs must comply with any water restrictions and should understand that water restrictions may affect their use of Council's sports grounds. Clubs will be regularly updated with the changes to water restrictions and the impact that these restrictions will have on their seasonal booking.

4.15 Pavilion maintenance

A table outlining maintenance responsibilities of clubs and Council is summarised under the **Pavilion Maintenance Schedule** (found at the end of this document).

Council's Building Maintenance Unit inspects pavilions identifying maintenance issues and assessing cleanliness. Should it be found that clubs are not meeting their obligations, Council will request they be rectified. If issues are not rectified and/or clubs continue to breach their tenancy, Council will rectify the issue at the clubs expense and/or may withdraw the allocation. Clubs will be charged for repairs deemed to be through misuse, including damage by visiting clubs. Council shall invoice clubs for any additional amount and/or may retain the security bond.

4.16 Cleaning

Council pavilions and grounds must be cleaned and maintained in a state suitable for use by clubs and any community groups that use the facilities. It is the responsibility of clubs and other users to leave pavilions and grounds in a clean and tidy condition immediately after use.

A Cleaning Specification Sheet is provided in the Appendix of this document, which outlines the requirements to be followed throughout the allocation period.

4.17 Waste and litter management

Clubs are responsible for ensuring that all waste generated from the use of the reserve is cleaned at the end of match day or training session. Failure to comply with this condition may result in Council organising for the littered area to be cleaned at the club's expense and may also jeopardise future allocation.

Each club must provide the following information detailing bin management issues:

- The number of garbage bins required by the club.
- The number of recycling bins required by the club.
- Details of the proposed secure storage location for all bins.
- Contact details of the person responsible for the management of garbage and recycling bins put out for collection and returning them to safe storage within 24 hours after emptying.

Instances where excess rubbish is expected, arrangements must be made by the club to remove additional rubbish. Under no circumstance are clubs to arrange for Skip bins to be delivered on site without prior consent by Council.

4.18 Dumped/illegal rubbish

Illegally rubbish dumped on Council land should be reported to Councils Waste Management Unit. It is an offence to dump household or commercial rubbish into a litterbin.

4.19 Storage

The storage of equipment is the responsibility of the club. The use of shipping containers is not permitted. Council will request the removal of all existing containers. All costs associated with the removal of shipping containers will be at the club's cost.

Female or accessible toilets are not to be used for storage.

At the conclusion of a club's seasonal tenancy the storage of equipment is the responsibility of the club. Outgoing clubs must not store equipment at facilities without the approval of the incoming club. Clubs that share facilities may liaise with one another to an agreement regarding storage. If clubs cannot come to an agreement the incumbent tenant will have priority use of storage within the facility.

4.20 Car parks and access roads

The maintenance of car parks and access roads will be the responsibility of Council. Where car parks and access roads require sealing they will be planned into future budgets as capital works. Where access roads require grading Council will complete the works as required.

4.21 Vehicles on Reserves

No motor vehicle, bicycle, scooter, cart or other vehicle may be driven on any footpath or through or across any sports ground. Also, cars are not to be parked around perimeter of ground.

4.22 Community Grants

The Moreland Community Grants program provides financial support and incentive to sporting clubs to implement building initiatives. There are three grant categories available:

1. Project grants – one off new projects to benefit the Moreland community, up to $5,000;
2. Operational grants – support the development of newly formed community organisations, up to $10,000;
3. Capital works partnership grants – can fund capital improvements to a facility, funding up to $40,000.

Information sessions are held in February each year with submissions due by the end of March. For further information on how to apply for a grant please contact Councils Community Development Grants Officer Holly Duckworth on grants@moreland.vic.gov.au or 9240 2301. Secondly, if you have an idea for a project you need to discuss your proposal with a Council officer prior to submitting an application.

5 CONDITIONS OF USE

5.1 Pavilion Usage - EPA Noise Guidelines

Clubs are responsible for ensuring all members and guests of the club adhere to the EPA Guidelines for noise. Section 48A (5) prohibits noise from amplified sound (i.e. that can be heard outside the building) to the following times:

- Monday to Thursday before 7 am and after 10 pm
- Friday before 7 am and after 11 pm
- Saturdays and public holidays before 9 am and after 11 pm
- Sunday before 9 am and after 10 pm

In addition, Council has a requirement that the premises are **vacated by 11 pm** so that local residents are not disturbed into the early hours of the morning.

5.2 Accepted behaviour

Clubs are not to conduct any obnoxious or offensive activity or use facilities for illegal or immoral purposes. The display of any sexually explicit or offensive material in any form is prohibited.

Clubs need to be mindful that many facilities are located in residential areas. Respect must be given to residents and their property, including houses, vehicles, fences or yards. They must not be damaged, altered or trespassed upon, including entering a property for the collection balls or for any other reason.

Pavilions, including those with social rooms are not party venues and should not be used as such.

5.3 Facility audits/inspections

Council staff reserves the right to access facilities at any time to undertake inspections or repairs. Pavilions will be audited and inspected on a regular basis and clubs will be notified should there be any issues that require attention.

5.4 Cleaning equipment

Supply of cleaning equipment is the responsibility of the tenant clubs.

5.5 Grievance procedure

All grievances or complaints must be made in writing, addressed to the Manager Youth and Leisure Services. If a dispute cannot be resolved, then a determination in writing by Council shall apply.

5.6 Line marking

All line-marking requirements are the responsibility of clubs. Field dimensions must comply with relevant guidelines, taking into account size, orientation and allow for a minimum run off around the playing area.

Only water based spray paint or other similar material, which will not endanger ground users or damage turf grasses, may be used for line marking. Clubs should asses paint suitability by checking with Council's Open Space Reserves coordinator prior to application.

Limil, Herbicides and other products such as 'Round Up' that are harmful to a person's health and/or can cause damage to the playing surface are not to be used under any circumstances. Costs to repair playing surface caused by these products may be passed on to club.

5.7 Advertising/signage/billboards

Permission must be sought from Council's Planning Department before erecting signs.

Council will determine whether or not to grant a permit for signage based on the 'Advertising Signs Policy' within the Moreland Planning Scheme. This Policy can be viewed at: http://planningschemes.dpcd.vic.gov.au/schemes/moreland/ordinance/22_lpp07_more.pdf

Signage relating to gaming activities or gambling venues are strictly prohibited.

Clubs wishing to erect temporary billboards (eg real estate boards) to advertise registrations or upcoming events are to contact Council's Open Space department for permission. Clubs are also to contact Recreation Services to ensure the requested location is appropriate with respect to proximity of other clubs. Failure to receive approval from Recreation Services may result in the billboard being removed.

5.8 Gaming

No game of chance at which either directly or indirectly money is passed as a prize will take place in a facility without first obtaining the consent of the Council and a permit from the Raffles and Bingo Board.

5.9 Smoking in Council buildings

Clubs are advised that as per Moreland's No Smoking Policy, smoking is prohibited in all Council owned buildings including sports pavilions and no person is able to smoke within five metres of doorways or open windows. It is the responsibility of User Groups to uphold this policy in the interests of community health.

User Groups are to ensure that cigarette butts do not litter the pavilion surrounds.

Any evidence of smoking within a Council pavilion will result in a review of the user group's allocation of that pavilion which may also jeopardise any future allocations.

5.10 Contents insurance

Council does not provide contents insurance on any pavilion. If the club stores valuables, equipment or memorabilia in a pavilion, the club is solely responsible for insurance of all its contents.

5.11 Public toilets

Council maintains and pays the utility costs associated with toilets located on Council reserves that are open to the public seven days per week. This includes public toilets attached to pavilions.

Where toilets are located at a sports reserve and are only open on match days for members and spectators, the Club will be responsible for opening, closing, cleaning and payment of utility costs.

5.12 Security, locks & equipment

Clubs must ensure the facility is fully secured after each and every use. All gates, chain gates and padlocks and other Council provided equipment shall be kept in the locked position after each and every use to minimise theft. Clubs may be liable for the replacement cost of missing padlocks.

Clubs that have been allocated a pavilion with an alarm system must advise council of any changes to security codes. Clubs wishing to install security systems must first obtain Council approval and notify Council of the relevant codes. Alarm systems are the full responsibility of Clubs and any maintenance or repairs must be arranged with the security provider.

5.13 Fire extinguishers

Council provides a number of fire extinguishers and fire blankets within each pavilion to comply with Essential Services Regulations. Equipment is serviced regularly to ensure correct operation in the event of an emergency. Equipment found missing, misused or damaged will be replaced at the club's expense.

5.14 Open fires

Clubs are not permitted to have open fires of any description inside or outside of pavilions.

5.15 Syringe disposal

To enhance safe syringe disposal, Safe Syringe Disposal kits are available.

The following items are included in the kit:

- Victorian Government brochure about safe syringe handling
- Moreland City Council 2004 Drug and Alcohol Poster
- Two pairs of gloves
- Two plastic sharps containers.

The Moreland Safe Syringe Disposal kit aims to minimise transmission rate of HIV/AIDS and the personal and social impacts of infection for people in Moreland and beyond.

5.16 Capital development

A written proposal must be lodged with Council including preliminary design plans, costing and confirmation of club contribution. The club will be ineligible for consideration of capital works and funding grants if it has defaulted in its payment of debts to Council.

It should be noted that this information will assist officers in development of capital works program, however there is no guarantee that any or all projects will be undertaken or funded. In addition Council has Partnerships Program. This is a program of undertaking works jointly with community and sporting organisations where those works are identified as in line with Council's Strategies. Copies of guidelines and applications are available by contacting Council's Sport and Recreation Development Officer on telephone 9240 2266 or email ssir@moreland.vic.gov.au.

5.17 Pavilion alterations

Pavilion alterations are subject to the prior approval of Council and may be subject to Town Planning and/or a Building Permit.

Clubs wishing to have their pavilions upgraded must apply to Council in writing. All applications should include a proposal outlining:

- Confirmation of club contribution/ability to fund
- Detailed plans
- Timing of the proposed works
- Schedule of materials
- Letters of support from all other clubs who are allocated the facility
- A minimum of 3 quotes must be supplied.

Clubs will also need to complete a Council Building Alteration Form (found in the Appendix of this document or on Active Moreland website at http://www.activemoreland.com.au/activity-providers/moreland-sports-clubs/forms-policies-and-user-guides/ .

Council will not be responsible for any unauthorised and/or illegal building works. Clubs will be responsible for all costs associated with any remedial works required.

All building and facility improvements will remain the property of Council and cannot be removed in part or in full. Appropriate compensation may be negotiated if clubs re-locate as a result of a Council request.

5.18 Exit Doors

In accordance with the Building Code of Australia (class 2 to 9 Buildings, Sections C & D), a building is to be provided with means of evacuation which allow occupants time to evacuate safely without being overcome by the effects of an emergency.

All nominated pavilion Exit Doors have a green 'exit sign' above the door and must not be obstructed in any way or form.

5.19 Public Announcements (PA) Systems

External PA systems are not to be utilised by clubs for entertainment purposes across Council's sports grounds. E.g. amplified music or radio, MCing, commentating.

Short brief announcements are acceptable.

6 LEGISLATIVE REQUIREMENTS

6.1 Australian Drug Foundation - Good Sports Program

All clubs are required to join the Australian Drug Foundation's Good Sports Program.

Please contact Good Sports:

Web: www.goodsports.com.au
Phone: 9667 9202
Email: goodsports@adf.org.au

Good Sports operate a number of programs including:

- Responsible Serving of Alcohol (RSA) courses
- Looking after your mates programs that can be run at your local club.

Council will only endorse liquor licence applications from clubs who have registered with Good Sports and have members who have undertaken RSA training.

6.2 Liquor licences

The sale of liquor without a licence is prohibited. Clubs need to contact the Victorian Commission for Gambling and Liquor Regulation to apply for a licence (www.vcglr.vic.gov.au) and are required to provide a copy of their liquor licence with application.

Council will only support applications that observe the following times and conditions:

- Monday to Friday a starting time of 6 pm is the earliest with an 11 pm closing
- Saturday and public holidays a starting time of 12 noon with a closing of 11 pm
- Sunday a starting time of 12 noon is the earliest with a 10 pm closing
- A club recognised as a junior club will not receive support from Council for a liquor licence.

Bowls Clubs are permitted to operate a Liquor Licence for the following hours:

- Monday to Thursday 11am to 11pm
- Friday, Saturday and public holidays 11am to 12.30am
- Sunday 11am to 10pm

Council along with the Victoria Police will monitor the observance of liquor licences. The responsible serving of alcohol is to be managed by the club.

Clubs are required to ensure their liquor license operating times are in line with the above times. Clubs who have licenses with times outside the above will need apply for change of license hours through the Victorian Commission for Gambling and Liquor Regulation. If a club wishes to hold a function and serve alcohol outside these times, permission must be sought from Recreation Services and a temporary Liquor Licence applied for.

Clubs will be advised as soon as tenancy applications are received if a change in hours is required.

6.3 Incorporations

Council will only allocate facilities to clubs that can provide documentation to show they are incorporated under the Association Incorporations Act 1981. For further information contact Consumer Affairs Victoria on 1300 361 673 or www.consumer.vic.gov.au.

6.4 Public Liability Insurance

All clubs must have Public Liability Insurance cover with Council noted as an interested party. Clubs must be covered for a minimum of $10 million against all actions, costs, claims, charges, expenses and damages

whatsoever which may be brought or made or claimed against the Club arising out of or in relation to allocation of a facility. A copy of the Certificate of Currency must be attached to the allocation application.

Clubs can organise Public Liability directly through an insurance company or through a broker. State or local sporting associations will be able to give you guidelines on costs involved and further information.

6.5 Food Registration

Clubs that intend to sell food must obtain registration. It is a mandatory requirement under the ***Food Act 1984*** that the premise, in which food is sold, is registered as a Food Premise with the local Council.

Council's Health Department registers and inspects kitchen facilities at all facilities that sell food. Such Clubs must have a Food Safety Program.

Seasonal Sports Food Premise Registration is to be renewed each year and is subject to the approval of an application form submitted to Council. A Seasonal Sports Food Premises Registration form will be included with the sports facilities application forms.

A flat registration fee applies to each club using a pavilion as a Food Premise on a seasonal basis. A sporting Club that operates a Food Premise year round should contact the Environmental Health Department to arrange registration. The annual registration fee for Food Premise applies.

6.6 Disability Discrimination Act and Equal Opportunities Act

Under Council's commitment to provide disability access in all Council owned premises, clubs are required to adopt inclusive practices in line with the obligations under the Disability Discrimination Act and Equal Opportunity Act. Clubs must comply with any reasonable request from Council in this regard.

6.7 The Charter of Human Rights

Council supports the introduction of the Charter of Human Rights and Responsibilities in Victoria. The Charter came into force on 1st January 2007. From 1st January 2008 all public authorities (including local government) are bound by the Charter - which obliges authorities to take human rights into consideration when making laws; developing policies and procedures; and providing services.

6.8 Working with Children Check

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm.

The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

If you work or volunteer with children you may need to apply for a WWC Check. Employers, volunteer organisations and agencies must ensure that any of their staff or volunteers who need a WWC Check has applied by the due date.

For further information contact Department of Justice on 1300 652 879 or www.justice.vic.gov.au/workingwithchildrencheck.

6.9 Smoking at junior sporting events

Under the updated Tobacco Act 1987, smoking is now prohibited within 10 metres of outdoor public children's playground equipment, skate parks and sporting venues during organised sporting events.

7 FESTIVALS / EVENTS/ TOURNAMENTS / NON FIXTURED MATCHES

Clubs wishing to hold festivals or events need to be aware that specific restrictions apply to insurance cover. This relates to jumping castles and BBQ's etc. Standard sports club insurance does not cover festivals or open days. For further information on festival specific insurance or to obtain a copy of Council's Community Festival and Events Application Form contact Council's Arts & Culture branch on 9240 2357.

Clubs wishing to hold tournaments or non club related events must advise Council's Recreation Services at least two months before the event date. Council will advise as to the permits required and the conditions that may apply. Club's may also be required to do a letter drop to neighbouring residents, advising them of the event to take place and also nominating a contact person for the event and a contact number for the duration of the event. Clubs may be required to register their event with the Victorian Police Party Safe Program. Registration can be done by visiting the following web site http://www.police.vic.gov.au/content.asp?Document_ID=9566.

Clubs requiring to conduct of any of the below activities at the event, are required to obtain separate permit or complete action plans for each planned activity.

- Temporary Liquor License
- Temporary Food Permit
- Road Closure
- Parking/ Traffic Management
- Advertising Permit
- Insurance
- First Aid
- Security
- Waste Management
- Extra Toilets
- Risk Management Plan for event

Moreland City Council Contact Details

Please contact the relevant section of Council using the below list as a guide. For general enquiries please contact the Sport and Recreation Development Officer on 9240 2266

Unit and Contact Person	Responsibilities
Unit Manager Recreation Joe Luppino 9240 1111 jluppino@moreland.vic.gov.au	To coordinate the planning and delivery of Council's Recreation Services Unit including: • Recreation Services and Planning, • Recreation infrastructure projects and, • Community Grants Program.
Sports & Recreation Development Officer Sedat Sir 9240 2266 ssir@moreland.vic.gov.au or Recreation Liaison Officer Peter Ryan 9240 2397 pryan@moreland.vic.gov.au OR recreation@moreland.vic.gov.au	• Keys • Ground Allocations • Training Lights • Proposed pavilion works • Coaches Boxes • Club Development • Tenancy Applications • Fees and Charges • Pavilion or sports ground maintenance
Active Participation Officer – Women & Girls Brooke Mezzetta 9240 1277 bmezzetta@moreland.vic.gov.au	• How to include women & girls
Grants Officer Holly Duckworth 9240 2301 hduckworth@moreland.vic.gov.au	• Community grants program
Aquatics & Leisure Kim Critchley 9240 2335 kcritchley@moreland.vic.gov.au or Josie MacCartney 9240 2412 jmaccartney@moreland.vic.gov.au	• Aquatic & Leisure Facilities • Fawkner Community Sports Hall • Brunswick and Fawkner Synthetic pitches
Building Maintenance 8311 4300 buildingmaintenance@moreland.vic.gov.au	• Building maintenance issues • Damage to facilities • Graffiti

Coordinator Recreation Reserves Peter J Browne 8311 4384 PJBrowne@moreland.vic.gov.au	• Sports ground maintenance • Sprinklers • Line marking advice • Fencing • Repairs to cricket wickets and nets
Manager Waste Services Unit Natasza Purser 8311 4300 npurser@moreland.vic.gov.au	• Pavilion rubbish collection • Recycling collection • Additional garbage bins • Repairs to damaged bins • Emptying of litter bins
Arts and Culture Julie Day 9240 2357 jday@moreland.vic.gov.au	• Festivals • Open days • Special events
Environmental Health 9240 1111 info@moreland.vic.gov.au	• Food Act Registration • To register and inspect all food premises and ensure premises compliance with their food safety program
Unit Manager Open Space Andrew Dodd 8311 4300 adodd@moreland.vic.gov.au or Operations Centre Administration Officer Cynthia Dutton 8311 4300 cdutton@moreland.vic.gov.au	• Temporary event signage – 2-3 weeks duration
Planning Enquiries 9240 1128 planning_enquiries@moreland.voc.gov.au	• Permanent signage • Planning Permit Application • Advertising Signage on Council Land
After Hours Council Assistance Hotline 9240-1111 – listen for instructions.	• Emergency after hours issues

APPENDIX

1. Pavilion Cleaning Schedule
2. Pavilion Maintenance Schedule
3. Council Building Alteration Form
4. Seasonal Sports Ground Fees and Charges Table
5. Seasonal Pavilion Fees and Charges Table
6. Wicket Preparation Fees and Charges Table
7. Casual & Finals Fees and Charges Table
8. Concession Application Procedure
9. Pre Season and Finals Training Application
10. Division of seasons
11. Cricket Wicket Cover Guidelines
12. Sportsground Maintenance Schedule

Pavilion cleaning schedule

ASPECT	REQUIRED OUTCOME	FREQUENCY
Toilets and Bathrooms	Clean and disinfect toilet bowls, basins and floors. Mirrors, tap fittings, walls and doors free of marks and grime. Adequate supply of toilet paper, towels and soap. Free of bad odour	After use After use Ongoing Ongoing
First Aid Rooms and Medical Rooms	Tap fittings, mirrors and basins clear of marks and grime. Tiled floors cleaned and disinfected.	Ongoing
Internal Doors	Free of marks and dust, including vents and handles.	Monthly
External Doors	Free of marks, dust, dirt and cobwebs. Free of paper signs or notices unless otherwise notified.	Monthly Monthly
Internal Walls	Free of any marks and spot cleaned.	Monthly
External Walls	Free of dirt and grime. Players should not use external wall to clean their boots by banging their boots against them. If this occurs the walls must be cleaned that day.	Weekly
External Signage	Free of dust or cobwebs.	Weekly
Wall Hangings	Dust free.	Weekly
Internal Windows	Free of marks, dust, cobwebs, notices and posters.	Weekly
External Windows	Free of marks, dust and cobwebs.	Monthly
Blinds, Light Fittings and Fans	Dust free.	Monthly
Light Switches	Free of marks and dust.	Weekly
Kitchen Areas	Sinks and taps wiped clean and free of watermarks. Bins, included recyclable bins disinfected. Oven, benches and cupboards cleaned and free of dust.	Weekly Weekly Weekly
Office Areas	Dust free.	Weekly
Carpets	Vacuumed and spot cleaned with carpet cleaner. Steam Clean.	On going End of allocation
Tiles	Free of water, dirt, marks, dust or chewing gum. Polish boards.	On going End of allocation
Stairwells	Clear of rubbish, boxes, bags, dirt and dust.	Weekly
Ceiling Vents	Free of cobwebs and dust	Weekly
Skirting Boards	Free of scuffmarks and dust.	Weekly
Tables and Chairs	Free of marks, chewing gum, sticky tape dampness and dust.	On going
Entrance Doors	Clear of any debris, rubbish or leaves. Cigarette butts removed from butt bins and wiped clean.	On going
Curtains	Cleaned with vacuum	Monthly

Pavilion maintenance schedule

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Fire Extinguisher	Cost of refilling or replacement of equipment damage due to club misuse.	Ensure compliance with Essential Services Regulations.
Keys, Locks	Control of keys issued to the club. Report lost, stolen or damaged keys	Installation and maintenance of locks and keys.
Electrical items	Cost of repairs due to club misuse.	Maintenance and replacement due to age.
Light Fittings	Cost of repairs due to club misuse.	All other maintenance.
Internal Lights	Cost to replace fluoro lights and installation by a qualified electrician.	
Doors (incl. cupboard doors and fittings	Regular cleaning and cost of repairs due to club misuse.	Replacement due to age or structural fault or vandalism.
Floor surfaces and coverings	Regular cleaning, maintenance and replacement.	Ensuring safe base flooring. No responsibility for coverings.
Glass	Keep clean and cost of repair to internal breakages.	Replace all breakages.
Security grills		Maintenance and replacement due to age.
Ceilings	Cost of repairs due to misuse.	Maintenance and replacement due to structural faults or age.
Curtains and blinds	Regular cleaning, repair and replacement.	
Security lighting		Replacement and maintenance as required.
Plumbing and fixtures	Cost of repairs due to misuse.	Repair and renewal of all plumbing fixtures due to age or structural fault.
Waste pipes and sewer drains	Keep clear of foreign objects. Cost of repairs and unblocking due to misuse.	Repair and replace as needed.
Cooking and refrigeration equipment	Purchase, maintenance and repair to Food Act standard. Electrical testing in compliance with statutory requirements.	Provision of basic oven in new pavilions. Approval of any new installations.
Painting	Cost of painting due to club misuse. Application for permission to undertake internal painting.	Cyclic internal and external painting as determined by Council. Approval of club application.
Skylights	Cost of repairs due to club misuse.	Maintenance, cleaning and repair as required.
Roofs, fascia, boards, guttering		Maintenance, repair and replacement as required.
Internal and external walls	Regular cleaning and cost of repair if damaged through club misuse.	Structural maintenance and repair.
Food handling areas	Keep areas in clean and hygienic state in accordance with Food Act. Regular inspection of oven canopy filters.	Maintenance, repair and replacement due to age or structural fault. Inspections in accordance with Food Act.
Security System	Approved Security Systems may be installed. All costs and installation. Supply codes to Council.	
Telephone	Installation, cost and maintenance. New installations to be approved by Council.	

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Heating/cooling fixtures	Cost of installation, services and maintenance.	
Building alterations	Submit requests for consideration. Approved works under Council supervision.	Managing any club works.
Personal Hygiene Services	All responsibility.	
Utilities	All costs during tenancy period.	
Insurance	Contents insurance and PLI Insurance.	Building Insurance
Waste storage areas	Keep clean, tidy and locked. Ensure area is used for bins only.	Maintenance of enclosure.
Pest Control	All responsibility.	
Graffiti	Report to Council.	Removal of all graffiti.
Storage	Keep passageways clean. No equipment stored in plant, parks rooms or service ducts. Cost of removal or disposal of inappropriately stored equipment.	
Other	Gas cylinders may not be stored within the pavilion.	Regular inspection of the pavilion for structural problems and cleanliness.

Moreland Recreation Services
Locked Bag 10
MORELAND VIC 3058
ssir@moreland.vic.gov.au
Telephone: 9240 2266
Facsimile: 9240 1212

BUILDING ALTERATION FORM

Club/Organisation: _____

Contact person: _____

Address: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____

Proposal – To be attached as a separate document ☐ Attached (please tick)
The proposal should include specific details of what is being proposed and why it is being proposed.
The proposal should also include scale drawing/s.

Who will carry out the works? _____
(If Council is not undertaking the works, three quotes must be obtained and attached to this form)

Anticipated start and finish dates. Start: _____ **Finish:** _____

Who will meet the cost? _____

Is a Planning or Building Permit required? YES / NO (copy of permit must be attached)

COUNCIL USE ONLY

Approved / Not approved Comments:	Signed: ..... Unit Manager Leisure Services ..... Unit Manager Building Services Date: .....

Please note that all building improvements remain the property of Council. At no time is the club to remove any fixtures or fittings of the pavilion, either during the club's tenancy or at any other time, including when the club is no longer a tenant of the facility.

Sports ground fees and charges table (seasonal rate)

Sports ground	Classification	Premier	Class A	Class B	Class C
Allard Park	B			$1740.71	
Balfe Park	C				$1139.72
Brearley Reserve	B			$1740.71	
Campbell Reserve North	B			$1740.71	
Campbell Reserve South	B			$1740.71	
CB Smith Reserve East	Premier	$4683.43			
City Oval	Premier	$4683.43			
Clifton Park West	C				$1139.72
Clifton Park East	B			$1740.71	
Cole Reserve North	B			$1740.71	
Cole Reserve South	C				$1139.72
Cole Reserve West	C				$1139.72
Cook Reserve	B			$1740.71	
Fleming Park	B			$1740.71	
Gillon Oval	Premier	$4683.43			
Hallam Reserve	B			$1740.71	
Holbrook Reserve	B			$1740.71	
Jackson Reserve	C				$1139.72
JP Fawkner East	B			$1740.71	
JP Fawkner West	B			$1740.71	
Martin Reserve	B			$1740.71	
McDonald Reserve	C				$1139.72
Morris Reserve	B			$1740.71	
Mutton Reserve East	B			$1740.71	
Mutton Reserve West	B			$1740.71	
Oak Park East	C				$1139.72
Oak Park West	C				$1139.72
Parker Reserve Baseball	C				$1139.72
Parker Reserve East	C				$1139.72
Parker Reserve West	C				$1139.72
Raeburn Reserve (Pascoe Vale)	A		$2341.70		
Rayner Reserve	B			$1740.71	
Reddish Reserve North Senior	B			$1740.71	
Reddish Reserve South Junior	B			$1740.71	
Richards Reserve	C				$1139.72
Sewell Reserve	A		$2341.70		
Shore Reserve	C				$1139.72
Wallace Reserve East/West (Cricket)	C				$1139.72
Wylie Reserve	C				$1139.72

All prices listed in the Sporting Facilities, Grounds and Pavilions User Guide are GST exclusive.

Sports Ground Fees and Charges Table (Annual Rate)

Sportsground	Classification	Premier	Class A	Class B	Class C
Brunswick netball facilities	A		$2029.06		
CB Smith Reserve West	B			$3481.42	
De Chene Reserve	A		$4683.40		
Dunstan Reserve North	A		$4683.40		
Dunstan Reserve South	B			$3481.42	
Fawkner netball facilities	B			$1477.46	
Hosken Reserve North	B			$3481.42	
Hosken Reserve South	A		$4683.40		
Moomba Park	B			$3481.42	
Reddish Reserve North Senior	B			$3481.42	
Reddish Reserve South Junior	B			$3481.42	
Sumner Park	B			$3481.42	
Wallace Reserve North / South	B			$3481.42	

All prices listed are GST exclusive.

Pavilion fees and charges table (seasonal rate)

Pavilion	Classification	Class A	Class B	Class C
Balfe Park	C			$284.88
Brearley Reserve	B		$1,139.72	
Campbell Reserve	B		$1,139.72	
City Oval	B		$1,139.72	
Clifton Park Soccer	C			$284.88
Cole Reserve North	B		$1,139.72	
Cole Reserve South	C			$284.88
Cook Reserve	B		$1,139.72	
Fleming Park	B		$1,139.72	
Hallam Reserve	B		$1,139.72	
Holbrook Reserve	C			$284.88
Jackson Reserve	B		$1,139.72	
JP Fawkner East	B		$1,139.72	
JP Fawkner West	B		$1,139.72	
Moomba Park	B		$1,139.72	
Morris Reserve	C			$284.88
Mutton Reserve	A	$1,392.14		
Oak Park Reserve	B		$1,139.72	
Parker Reserve Baseball	B		$1,139.72	
Parker Reserve Soccer	C			$284.88
Rayner Reserve	B		$1,139.72	
Wallace Reserve Cricket	B		$1,139.72	
Wylie Reserve South	C			$284.88

All prices listed in the Sporting Facilities, Grounds and Pavilions User Guide are GST exclusive.

Pavilion Fees and Charges Table (Annual Rate)

Pavilion	Classification	Class A	Class B	Class C
Allard Park	A	$2,784.28		
CB Smith Reserve	A	$2,784.28		
Dunstan Reserve	A	$2,784.28		
Gillon Oval	A	$2,784.28		
Hosken Reserve Soccer	A	$2,784.28		
JP East Reserve	B		$2,279.43	
JP West Reserve	B		$2,279.43	
Martin Reserve	A	$2,784.28		
Moomba Park	B		$2,279.43	
Mutton Reserve	B		$2,279.43	
Raeburn Reserve	B		$2,279.43	
Reddish Reserve	B		$2,279.43	
Shore Reserve	B		$2,279.43	
Sumner Park	B		$2,279.43	

Wallace Reserve Soccer	A	$2,784.28		
Wylie Reserve North	B		$2,279.43	
Wylie Reserve South	C			$569.75

All prices listed are GST exclusive.

Wicket preparation fees and charges table

GROUND	RECOVERY RATE
Allard Park	$278.42
Brearley Reserve	$2,069.62
Campbell Reserve	$2,069.62
City Oval - Premier	$4,627.42
Clifton Park	$278.42
Cole Reserve North	$2,069.62
Cole Reserve South	$2,069.62
Cole Reserve West	$278.42
Cook Reserve	$278.42
Fleming Park	$278.42
Gillon Oval - Premier	$4,627.42
Hallam Reserve	$2,069.62
Holbrook Reserve	$2,069.62
Hosken Reserve North	$2,069.62
Jackson Reserve	$278.42
JP Fawkner Reserve East	$278.42
JP Fawkner Reserve West	$2,069.62
Martin Reserve	$278.42
McDonald Reserve	$2,069.62
Morris Reserve East	$278.42
Morris Reserve West	$2,069.62
Mutton Reserve East	$278.42
Mutton Reserve West	$2,069.62
Oak Park Reserve East	$278.42
Oak Park Reserve West	$278.42
Parker Reserve East	$278.42
Parker Reserve West	$278.42
Raeburn Reserve	$2,069.62
Rayner Reserve	$278.42
Sewell Reserve	$2,069.62
Shore Reserve	$278.42
Wallace Reserve East	$278.42
Wallace Reserve West	$278.42

All prices listed are GST exclusive.

Casual use fees and charges

Use	Fee Per day
Pavilion hire	$69.65
Sports ground hire - Non Turf Wicket	$139.32
Sports ground hire - Turf Wicket	$209.10
Sports club festivals and events (includes pavilion use)	$209.00
Sports ground preparation for non fixtured games/competition (on request)	$210.24
Additional Turf Wicket preparation (on request) per wicket, per day	$284.10
Commercial use (includes pavilion hire)	$418.00
Commercial filming/events at sports facilities	$568.22

Finals Use Fees and Charges– for Sporting Associations

Use	Fee Per day
Sports ground reservation fee – Non Turf wicket	$69.65
Sports ground reservation fee - Non Turf wicket (pavilion included)	$104.44
Sports ground reservation fee – Turf wicket	$104.44
Sports ground reservation fee - Turf wicket (pavilion included)	$139.32
Finals turf cricket wicket preparation	$284.10
Pavilion hire	$69.61
Sports ground hire – Non Turf wicket	$139.32
Sports ground hire - Turf wicket	$209.10

All prices listed on this page are GST exclusive.

Personal training use fees and charges

Use	3 months
Personal training – maximum 2 sessions per week	$227.29
Personal training - 3 or more sessions per week	$397.76

Miscellaneous fees and charges

Charge	Fee
Additional and/or lost replacement keys	$37.98
Replacement padlock	$82.40

All prices listed on this page are GST exclusive.

Concession application procedure

Clubs may apply for a concession on their tenancy fees and charges in the categories described below.

Applications for concession must be indicated for each allocation period.

A club can claim eligibility for concession to a maximum of 20%, excluding junior clubs who are eligible for a 50% discount.

DESIGNATED CATEGORY	%	HOW TO OBTAIN THE DISCOUNT
An active community program or a recognized State Sporting Association development program.	5%	Programs include: • Auskick • Milo In2Cricket • Ready Net Go • Registered Active After School program • Small-sided Football • Aussie T-Ball • Hookin2Hockey Club to provide full membership details of **playing** members who fall under this category
Club Development Initiatives: • Council's Club Development Series • Council's Sports Club Forums	5%	100% participation is required. Clubs will be notified via email of all upcoming Development Workshops and Forums
Active registered competition team/s in any one of the following: • Women and Girls team - • All Ability team -	10%	Clubs should contact Council's Active Participation Officers' to determine eligibility for this discount.
Junior club only	50%	This will be confirmed with relevant sporting associations. Clubs who have any senior teams registered with any sports association will not be eligible for this concession

Where necessary, Council may ask for further evidence of eligibility or make further inquiries to relevant bodies and providers, for any of the above mentioned categories. Any club found supplying misleading or false information, will have their full concession application disregarded.

Moreland Recreation Services
Locked Bag 10
MORELAND VIC 3058
pryan@moreland.vic.gov.au
Telephone: 9240 2397
Facsimile: 9240 2402

APPLICATION FOR PRE SEASON & FINALS TRAINING

Club/Organisation: _____

Contact person: _____

Address: _____

Phone: _____ **Mobile:** _____ **Fax:** _____

Email: _____

Sports ground: _____

Application type: ☐ **Pre season training** ☐ **Finals training**

Start date	End date	Training days	Time (e.g. 4:00pm – 6:00pm)	End date	TEAM (e.g. Snrs, U/14s)

Please note: This booking form is an application for a booking for one sports field only. If you require bookings for a number of sports fields, please complete a separate booking form for each. You will be advised of the fee (if applicable) after your application is assessed. All enquiries should be directed to the Recreation Liaison Officer, Recreation Services on 9240 2397.

Division of Seasons and Occupation of Crown Lands used as grounds for Australian Rules Football Competition and Cricket Competition

FOOTBALL

1.1 The Football Season

1.1.1 The football season shall be confined to the period beginning on the 1st April and ending on 30 September in each year.

1.2 Home and Away Games

1.2.1 During the football season each Football Club shall have full and unrestricted use of its home ground until the end of the home and away matches. Access may be limited by the relevant responsible body tasked with preparing the Ground (hereinafter called the "Ground Manager").

1.2.2 The Cricket Club may, with consent of and subject to conditions of the Football Club, use the ground for cricket practice. This may also require the permission of the Ground Manager.

1.3 Finals

1.3.1 Upon completion of the home and away games, the Football Club may continue to use the ground for semi finals and final matches and for practice whilst any club teams that regularly train at the venue, are still contenders for the appropriate championship, or if the ground is a designated venue for the final series of the league. Such designation to be made by the local controlling body no later than 30 days prior to the use of such venue and controlling Councils to be so informed.

1.3.2 Practice for football shall be limited to alternate days determined by the Football Club.

1.3.3 In order for the Football Association to preserve its entitlement it shall nominate the actual finals venues or those venues most likely required as finals venues. Such nomination shall be made to the ground manager no later than one month prior to first such scheduled game.

1.3.4 During the whole or part of the finals series, the Cricket Club with the consent of, and subject to such conditions as are imposed by the Football Club may use the ground for cricket practice. Access may be limited by the Ground Manager.

1.3.5 If turf wickets are involved the Cricket Club and/or Ground Manager should be entitled to rope off the centre wicket area and one practice wicket area.

1.3.6 If finals matches are played on the ground all obstructions must be removed from the playing arena to allow unrestricted play.

CRICKET

2.1 The Cricket Season

2.1.1 The Cricket Season shall be confined to the period beginning on the 1st October and ending on the 31 March in each year.

2.2 Home and Away Games

2.2.1 During the cricket season each Cricket Club shall have full and unrestricted use of its home ground until the end of the home and away matches. Access may be limited by the Ground Manager.

2.2.2 The Football Club may, wi.th consent of and subject to the conditions of the Cricket Club may use the ground for football practice. This may also require permission of the Ground Manager.

2.3 Finals

2.3.1 Upon completion of the home and away games, the Cricket Club may continue to use the ground for semi finals and final matches and for practice while any club teams that regularly train at the venue, are still contenders for the appropriate championship, or if the ground is a designated venue for the finals series of the Association.

2.3.2 Practice for cricket shall be limited to alternate days determined by the Cricket Club.

2.3.3 In order for the Cricket Association to preserve its entitlement it shall nominate the actual finals venues or those venues most likely required as finals venues. Such nomination shall be made to the ground manager no later than one month prior to the first such scheduled game.

2.3.4 During the whole or part of the finals series of the cricket season the Football Club, with consent of, and subject to conditions as are imposed by the Cricket Club may use the ground for football practice. Access maybe limited by the Ground Manager.

2.3.5 If turf wickets are involved the Cricket Club and/or Ground Manager should be entitled to rope off the centre wicket area and one practice wicket area.

2.3.6 If finals matches are played on the ground all obstructions must be removed from the playing arena to allow unrestricted play.

3. Variations to the foregoing provisions may only be made by mutual agreement between the parties co-named. The Minister for Sport and Recreation and relevant Ground Manager should be advised of any such variation forthwith.

NOTES

1. The above does not apply to grounds currently utilised by AFL Clubs for training and/or competition. Where cricket is played at these venues it is expected that negotiation will occur between AFL Clubs, the tenant Cricket Club and the Victoria Cricket Association.

2. The Venues defined as "most likely" in clauses 1.3.1 and 2.3.3 are either those venues already predetermined by the respective leagues/association to host finals matches or those clubs most likely to be hosting finals matches, whilst recognising that results in the closing weeks of home and away matches may cause alterations to the fixturing and that these principles should be followed by associations/leagues in determining finals venues as distinct from simply nominating all venues for finals.

3. In the spirit of cooperation, AFL Victoria and Cricket Victoria recommend application and adherence of these terms to affiliated clubs and associations of each sport, and to local governments in all municipalities in the State of Victoria.

Covering of turf wickets – summer season
The following represent City of Moreland's guidelines for the covering and uncovering of turf wickets and apply only to cricket clubs who play on turf grounds. These guidelines are subject to competition rules.

Club's are responsible for covering and uncovering of the wicket and for ensuring that covers used are suitable and in a good state of repair (without holes). Covers with holes can often make conditions worse than not having covers and clear plastic 'burns' the grass. Both should not be used.

Hessian must be used between the prepared wicket and cover when cover is used for a period of more than 8 hours (or overnight). Hessian is not required over the full wicket table. Hessian is not required to be used on match day.

The wicket cover should be positioned so the prepared wicket is located nearest to the edge of the cover and be positioned to allow easy accessibility by Council workers to the strip being prepared.

Prior to Friday
Clubs may only cover wicket of an evening when advised by Recreation Services via email or text message. Recreation Services will endeavour to contact clubs prior to 4 pm.

Open Space will advise Recreation Services if they determine that it would be advantageous to cover wickets or not. Recreation Services will then contact the nominated club representative via email to make arrangements for club to cover wicket.

If projected weather conditions permit, the club prior to 7.30 am must remove covers the following morning including Friday or preparation of wicket may be jeopardised due to manual handling issues. If the club decides not to remove covers due to inclement weather they must liaise direct with Andrew McCullagh, Assistant Coordinator Recreation Reserves 0417 030 213 or Peter Browne, Coordinator Recreation Reserves (0417 317 257) after 7 am to determine the timing of removal.

Council endeavours to complete all wicket preparation by 3 pm on Friday, under normal weather conditions. Council cannot guarantee or confirm the completion of wicket preparation.

Covers are not to be laid before 3pm on a Friday unless it is raining.

Friday
Clubs may choose to cover the wicket on Friday evenings but will need to make arrangements to remove covers Saturday in accordance with competition rules.

Saturday
In the instance where Council must complete wicket preparation on a Saturday, if the club does not remove the covers by 7 am there is no guarantee that wicket preparation will be completed by the curator due to manual handling issues. Sub-District wicket preparation will occur as usual.

If the club decides not to remove covers due to inclement weather they must liaise directly with Andrew McCullagh , Assistant Co-ordinator Recreation Reserves (0417 030 213) or Peter Browne, Coordinator Recreation Reserves (0417 317 257) after 7 am to determine the timing of removal.

If the match is abandoned, the clubs are responsible for removing the covers as soon as practical during the weekend (ideally the wicket is to be uncovered within 2 hours of the match being called off). The only exception is when there is a match on the following day.

Clubs are to adhere to their association's rules on expected times for removing covers before play.

It is recommended that covers are not used early in the week.

Covers
Covers are not to be laid on wet wickets.

Covers are not to be laid when there is no forecasted rain.

Edge of covers will be peeled back by Council curators to allow works to be undertaken on the wicket except on windy days.

Clubs are responsible for checking the pegging of the covers after Council staff have left the ground.

When covers are removed from the wicket they are not to be stored on the oval surface (in warm conditions, grass may burn underneath the covers). If wickets are burned because of covers clubs will potentially be off their wickets for a number of weeks until they are fully recovered.

If clubs are not prepared to remove covers completely off the ground the covers should not be laid at all.

Open Space curator's schedule
Open Space provided information on the curator's general work schedule to be used as a guide only. Works are subject to change due to inclement weather.

Monday	watering and repairing the wicket
Tuesday	mowing of whole table, rolling, light watering (if required)
Wednesday	mowing, rolling, light watering (if required)
Thursday	light watering, mowing & rolling
Friday	Final sealing of wicket, clipping, rolling

MANAGEMENT AND MAINTENANCE OF COUNCIL'S SPORTS GROUNDS POLICY

Moreland Sports Grounds Management and Maintenance Policy aims to provide guidance to Council staff, user groups and the community so that sports grounds can be sustainably managed to ensure an appropriate use, quality and service levels as well as equity for the community, considering the resources available to Council. The policy can be viewed at http://www.activemoreland.com.au/activity-providers/moreland-sports-clubs/forms-policies-and-user-guides/.